

Contract Selection Justification Memorandum

Write a memorandum for record, signed by the COR, to explain why this contract was selected to be used over the many others that are available.
(NOTE: Price among firms cannot be a factor.)

Criteria to include but not limited to:

- Customer satisfaction
- Current capacity to accomplish the order in the required time
- Equitable distribution of work
- Performance
- Quality of deliverables
- Responsiveness
- Uniquely specialized experience